



State of Utah

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DEPARTMENT OF TRANSPORTATION

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February 21, 2008

To: Consultants & Local Governments

From: Gaye Hettrick, CPM
Consultant Services Manager

Subject: Engineering Services Contracts
Revision to Consultant Selection & Contracting Processes

UDOT Consultant Services has revised the consultant selection and contracting processes as follows.

General Engineering Services & Local Government Pool July 1, 2007 through June 30, 2009

The Department has changed the format of the General Engineering Services and Local Government Pool (Pool) to an open format where consultants may submit Statements of Qualifications (SOQ's) at any time during a Pool period up to once per year.

The current Pool for the July 1, 2007 through June 30, 2009 period (2007-2009 Pool) was set up with the intent to only open the pool again in July 2009. However, the Department's funding for projects has increased significantly this past year and we anticipate it will increase in the future. Therefore, we are offering the opportunity to new consultants entering the Utah market to perform engineering services for the Department without waiting for the scheduled opening in July of 2009 for the 2009-2011 Pool.

Any consultants who are currently qualified in a Work Discipline are not required to resubmit their qualifications at this time.

In addition, the following caps and limits for the 2007-2009 Pool have been revised.

Project Limit

The Project Limit of \$400,000 is raised to **\$600,000**. Therefore, any contracts already written during the 2007-2009 Pool or those yet to be written, may not exceed \$600,000 including any modifications. The new threshold for when to consider an RFQ instead of a Pool selection is \$450,000.

State/Federal Consultant Cumulative Cap

The State/Federal Consultant Cumulative Cap is raised from \$1,250,000 to **\$2,500,000**.

Local Government Consultant Cumulative Cap

The Local Government Consultant Cumulative Cap is raised from \$900,000 to **\$1,800,000**.

Open Submittal Process

I have posted a new Request for Qualifications (RFQ) for the 2007-2009 Pool allowing new consultants to submit an SOQ for entry into the Pool prior to the next full opening of the Pool. A consultant is now able to submit an SOQ for a Work Discipline at any time for consideration. Pool Selection Teams will evaluate the SOQ's on a semi-annual basis. For additional details, please review the RFQ.

Performance Measures

We will be creating and implementing performance measures for consultant selection from the Pool in the near future. The performance measures will be developed to ensure UDOT Regions and Local Governments selecting consultants from the Pool distribute work among consultants such that diversity and growth of the pool of consultants qualified and capable of performing UDOT and Local Government work is encouraged.

UDOT Structural Design Contract Employee Pool

Open Submittal Process

I will be posting a new Request for Qualifications (RFQ) for the UDOT Structural Design Contract Employee Pool allowing new consultants to submit an SOQ for individuals for entry into the Pool. A consultant will be able to submit an SOQ for an individual at any time for consideration. Pool Selection Teams will evaluate the SOQ's on a semi-annual basis. For additional details, please review the RFQ when it is posted in the next couple of weeks.

Right of Way Services & Local Government Pool
July 1, 2007 through June 30, 2010

Open Submittal Process

I will be posting a new Request for Qualifications (RFQ) for the Right of Way Service & Local Government Pool allowing new consultants to submit an SOQ for entry into the Pool. A consultant will be able to submit an SOQ at any time for consideration. Pool Selection Teams will evaluate the SOQ's on a semi-annual basis. For additional details, please review the RFQ when it is posted in the next month or two.

Requests for Qualifications

Streamlined RFQ

The Streamlined RFQ cap of \$750,000 is removed for any Streamlined RFQ's that have occurred since July of 2007 and for any future Streamlined RFQ's.

Request for Letter of Interest

The pilot program for the Request for Letter of Interest, you may or may not have heard of, is now approved for use with federal projects. A consultant selection under this process may occur within three to four weeks.

- 1) The Request is posted on the UDOT website and an email is sent to the Consultant Services Subscription List.
- 2) Interested consultants submit electronically a two-page Letter of Interest that includes their qualifications.

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- 3) The Selection Team meets to short-list consultants based on the Letters.
- 4) The Selection Team interviews short-listed consultants.

Essentially a UDOT Project Manager may choose between the three RFQ processes which method will best fit the needs of the Project (Streamlined RFQ, Standard RFQ, or Request for LOI). There is no dollar cap on any of the three.

Local Government Engineer of Record

Consultant Services has new requirements for Engineer of Record (EOR) selection processes by local governments in response to an FHWA audit. Under the new provisions, UDOT Consultant Services will be administering the advertisement and selection process using qualifications-based selection guidelines, and UDOT and FHWA staff will be members of the selection teams. A new EOR RFQ boilerplate will be posted on the Consultant Services website in early March 2008.

Minimum Consultant Contract/Modification Documentation

Consultant Services QC/QA Checklist Form - No longer required

Consultant Services no longer requires a form that identifies responsible QC/QA personnel for contracts or modifications. The Consultant is still required to have a QC/QA Plan that meets or exceeds UDOT QC/QA standards. The UDOT Project Manager has the responsibility to approve all QC/QA plans for consultant preconstruction activities as outlined in the Roadway Design Manual of Instruction. The UDOT QC/QA checklists may be found online at <http://www.udot.utah.gov/index.php?m=c&tid=650>.

Subconsultant Information - Threshold Raised

There are two different levels of documentation required for subconsultant documentation. The current threshold is **\$5,000**. We are raising the threshold to **\$25,000**. Revised requirements for documentation are as follows:

Subconsultants less than \$25,000

The prime consultant will:

- a) List any subconsultants on their cost proposal with the dollar value; and,
- b) Describe what the subconsultants will be doing on the project (one or two sentences at most). The description may be located on the prime's cost proposal, prime's Work Plan, or on a separate sheet.

Subconsultants \$25,000 or more

The prime consultant will submit:

- a) Letters from the subconsultants quoting the amounts;
- b) Descriptions of what the subconsultants will be doing on the project, this may be in separate Work Plans or included in the prime consultant's Work Plan;
- c) Subconsultant's Staffing Plan; and,
- d) Subconsultant's Cost Proposal (by task if appropriate).

Notes on subconsultants (these are not changes just clarifications)

- a) Subs do not have to be financially screened by UDOT. If a sub has been financially screened and has an approved overhead rate, we request they use that overhead rate or lower.
- b) Subs do not have to be in the Pool.
- c) Subcontracts may be written with a different fee type than that of the prime's contract with UDOT; i.e., Cost-Plus-Fixed-Fee, Lump-Sum, or Unit-Price.
- d) Subs may have a different fixed fee rate than the prime.

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Modifications - Reduced paperwork

Minimum documentation for a modification will be the Executive Summary, Detailed Work Plan, Cost Proposal, and any subconsultant information.

In the past we required the same documentation for a modification as for a new contract. Now, only if something has changed on the other documentation, will we require the updated information be submitted too. For example, if the schedule has been extended a year, a new schedule will be required. If there is a new Consultant Project Manager, a revised Staffing Plan will be required. However, if there are no changes to these items, since the contract or the previous modification was written, new documentation will not be required.

If you have any questions or concerns with any of these changes, please let me know at ghettrick@utah.gov. Thank you.

cc: UDOT Project Managers
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